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PEMBROKE PRIMARY SCHOOL  
Child Safe Standard 2: Child Safety Policy  
2021



**Help for non-English speakers** If you need help to understand the information in this policy please contact 9725 6689.

Hi theihternak zülhpung kong hi na fian lomi a um ahcun Pembroke Primary Sianginn (9725 6689) chonh khawh a si.

## Child Safe Standard 2: Child Safety Policy

### Purpose

Pembroke Primary School's Child Safety Policy sets out the school's commitment and approach to creating and maintaining a child safe organisation where children and young people are safe and feel safe, and provides the policy framework for the school's approach to the Child Safe Standards.

### Scope

This policy applies to all staff, volunteers, and contractors in the school environment, whether or not they work in direct contact with children or young people. This policy also applies to school council members where indicated.

The policy will apply to the school environment (see Definitions section). The policy covers both school hours and outside of school hours.

### Definitions

#### *Child abuse*

Child abuse includes:

- any act committed against a child involving:
  - a sexual offence; or
  - grooming; and
- the infliction, on a child, of:
  - physical violence; or
  - serious emotional or psychological harm; and
- serious neglect of a child.

#### *Child-connected work*

Child-connected work means work authorised by the school, school council, or Secretary of the Department of Education and Training and performed by an adult in a school environment while children are present or reasonably expected to be present.

#### *Child safety*

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse.

#### *School environment*

School environment means any physical or virtual place made available or authorised by the school for use by a child during or outside school hours, including:

- a campus of the school;
- online school environments (including email and intranet systems); and
- other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, homestays, and other school activities or events)

#### *School staff*

School staff means an individual working in a school environment who is:

- employed by the Department of Education and Training;
- directly engaged or employed by a school council; or

- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary).

## STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

Pembroke Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

*“The school’s approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. At Pembroke Primary School our vision is ‘Pembroke Primary School aims to provide a welcoming, safe and engaging learning environment for all members of the school community. Student learning is at the centre of everything that we do. We work together to identify and support each student as an individual, to recognise and celebrate their unique talents and abilities, and support them to reach their potential as learners. At Pembroke Primary School, we want all of our students to become highly proficient in literacy and numeracy, as well as possess the knowledge, behaviours and dispositions towards learning to be successful in the future.’ We know children can struggle to achieve their personal best if they are not safe from abuse.*

The Pembroke Primary School community is guided by our behaviour values of Responsibility, Respect and Trustworthiness.

The school actively seeks to engage with parents and the community to ensure a positive and inclusive school culture in which every student has the opportunity to succeed, feel connected to the school and their peers, and has voice and agency in their learning. The school works collaboratively with students and parents/carers to establish fair and respectful policies and practices, based on the school’s values.

We are focused on promoting wellbeing in our school community to substantially improve social and emotional outcomes for our students, using the School-Wide Positive Behaviour Support (SWPBS) framework approach. This evidence-based framework provides effective ways to create a positive and engaging learning environment, and has research to show its success in promoting positive behaviour, improving school culture, and increasing academic performance.

The school embraces and celebrates its diverse community, and works proactively to ensure all students enjoy equitable access to the school’s curriculum and co-curricular programs.

Our staff uphold the Victorian public sector values of integrity, responsiveness, impartiality, accountability, respect, leadership and a commitment to human rights

Pembroke Primary School has zero tolerance for child abuse.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

Every person involved in Pembroke Primary School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### Child safety principles

In its planning, decision-making and operations, Pembroke Primary School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such concerns;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers

## POLICY

### Strategies to embed a child safe culture

Pembroke Primary School's culture encourages staff, students, parents and the school community to raise, discuss and scrutinise child safety concerns. This makes it more difficult for abuse to occur and remain hidden.

All child safety documents, including this policy, the Child Safety Code of Conduct <https://www.pemprim.vic.edu.au/child-safe-standards>, the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures <https://www.pemprim.vic.edu.au/child-safe-standards>, [\*Identifying and Responding to All Forms of Abuse in Victorian Schools\*](#) and the [\*Four Critical Actions for Schools\*](#) are readily available online and in hard copy at the school's office for all staff and students to read at any time.

Child safety is everyone's responsibility. **All school staff** are required to:

- Act in accordance with the school's Child Safety Code of Conduct, which clearly sets out the difference between appropriate and inappropriate behaviour
- Act in accordance with the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures at all times, including following the [\*Four Critical Actions for Schools\*](#) where necessary
- Undertake annual guidance and training on child safety
- Act in accordance with their legal obligations, including:
  - Failure to disclose offence (applies to all adults)
  - Duty of care (applies to all school staff)
  - Mandatory reporting obligations (applies to all mandatory reporters, including teachers, principals, registered psychologists, and registered doctors and nurses)
  - Failure to protect offence (applies to a person in a position of authority within the school)
  - Reportable conduct obligations (applies to all school staff in reporting conduct to the principal, and applies to the principal in reporting to Employee Conduct Branch)
  - Organisational duty of care (applies to the school as an organisation)
  - For more information on these obligations, see [\*Identifying and Responding to All Forms of Abuse in Victorian Schools\*](#).

As part of Pembroke Primary School's child safe culture, **school leadership** (including the principal) will:

- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when implementing the Child Safe Standards
- Ensure that child safety is a regular agenda item at school leadership meetings and staff meetings
- Encourage and enable staff professional learning and training to build deeper understandings of child safety and prevention of abuse
- Ensure that no one is prohibited or discouraged from reporting an allegation of child abuse to a person external to the school or from making records of any allegation.

As part of Pembroke Primary School's child safe culture, **school mandatory reporting staff** are required to:

- Complete the [Protecting Children – Mandatory reporting and other obligations](#) online module every year
- Read the school's Child Safety Code of Conduct on induction, and maintain familiarity with that document
- Read the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures on induction, and maintain familiarity with that document
- Read the school's Child Safety Policy (this document) on induction, and maintain familiarity with that document.

As part of Pembroke Primary School's child safe culture, in performing the functions and powers given to them under the *Education and Training Reform Act 2006*, **school councils and school council members** will:

- Ensure that child safety is a regular agenda item at school council meetings
- Consider the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable, when making decisions regarding the Child Safe Standards
- Undertake annual guidance and training on child safety, such as the [Child Safe Standards School Council Training PowerPoint](#).
- Approve the Child Safety Code of Conduct to the extent that it applies to school council employees and members, and if updated, note the new document in its school council meeting minutes
- When hiring employees, ensure that selection, supervision and management practices are child safe (unless delegated to the principal).

School leadership will maintain records of the above processes.

### Roles and responsibilities

School leaders will ensure that each person understands their role, responsibilities and behaviour expected in protecting children and young people from abuse and neglect. Staff will comply with the school's Child Safety Code of Conduct, which sets out clearly the difference between appropriate and inappropriate behaviour.

Specific child safety responsibilities:

- The principal is responsible for reviewing and updating the Child Safety Policy every 3 years.
- The principal is responsible for monitoring the school's compliance with the Child Safety Policy. The school community should approach the principal if they have any concerns about the school's compliance with the Child Safety Policy.
- The principal is responsible for informing the school community about this policy, and making it publicly available.

- Other specific roles and responsibilities are named in Pembroke Primary School's other child safety policies and procedures, including the Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, and risk assessment register.

## Recruitment

Pembroke Primary School follows the Department's Recruitment in Schools guide to ensure child safe recruitment practices, available on the [Department's website](#).

All prospective volunteers are required to comply with our school's Volunteers Policy, including in relation to assessing the suitability of prospective volunteers and obtaining checks required under this policy.

## Training and supervision

Training and education is important to ensure that everyone in the school understands that child safety is everyone's responsibility.

Our school culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in coming forward with any allegations or suspicions of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse. This training occurs annually or more often as required.

We also support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse, to promote the cultural safety of Aboriginal and Torres Strait Islander children and children from linguistically and/or diverse backgrounds, and the safety of children with a disability and vulnerable children.

New employees and volunteers will be inducted into the school, including by being referred to the Child Safety Policy (this document), the Child Safety Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting Policy) and Procedures on the school website. Casual Relief Teachers (CRT) will be provided with hard copies of these policies and procedures. Additionally, CRTs, visitors and volunteers are required to agree to the Child Safe Code of Conduct when signing in. All staff are provided with digital copies of the Staff Information Booklet containing the Child Safe Standards Documents. They will also be supervised regularly to ensure they understand our school's commitment to child safety, and that their behaviour towards children is safe and appropriate. All employees of our school will be monitored and assessed via regular performance review to ensure their continuing suitability for child-connected work. Any inappropriate behaviour will be reported by school staff to the Principal or Assistant Principal and will be managed in accordance with Pembroke Primary School's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures [<https://www.pemprim.vic.edu.au/child-safe-standards>] where required.

## Reporting a child safety concern or complaint

The school has clear expectations for all staff and volunteers (including homestay providers) in making a report about a child or young person who may be in need of protection. All staff (including school council employees) must follow the school's Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures, including following the [Four Critical Actions for Schools](#) if there is an incident, disclosure or suspicion of child abuse. Immediate actions should include reporting their concerns to DHHS Child Protection, Victoria Police and/or another appropriate agency and notifying the principal or a member of the school leadership team of their concerns and the reasons for those concerns.

Pembroke Primary School will never prohibit or discourage school staff from reporting an allegation of child abuse. The school will always take action to respond to a complaint in accordance with the school's Child

Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures. In accordance with Action 4 of the Four Critical Actions for Schools, Pembroke Primary School will provide ongoing support for students affected by child abuse.

The Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures can be found at <https://www.pemprim.vic.edu.au/child-safe-standards>.

### Risk reduction and management

Pembroke Primary School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes, found in the school's risk assessment register. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.

We will identify and mitigate the risks of child abuse in school environments by taking into account the nature of each school environment, the activities expected to be conducted in that environment and the characteristics and needs of all children expected to be present in that environment.

Pembroke Primary School monitors and evaluates the effectiveness of the actions it takes to reduce or remove risks to child safety, more information can be found in the school's risk assessment register.

### Listening to, communicating with and empowering children

Pembroke Primary School has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/carers. We encourage child and parent/carer involvement and engagement that informs safe school operations and builds the capability of children and parents/carers to understand their rights and their responsibilities. Our school is committed to supporting and encouraging students to use their voice to raise and share their concerns with a trusted adult at any time of need. Students can access information on how to report abuse at the school office.

When the school is gathering information in relation to a complaint about alleged misconduct with or abuse of a child, the school will listen to the complainant's account and take them seriously, check understanding and keep the child (and/or their parents/carers, as appropriate) informed about progress.

The school will promote the Child Safe Standards in ways that are readily accessible, easy to understand, and user-friendly to children, including:

- All of our child safety policies and procedures will be available for the students and parents at Pembroke Primary School to read at <https://www.pemprim.vic.edu.au/child-safe-standards>
- PROTECT Child Safety posters will be displayed across the school
- School newsletters will inform students and the school community about the school's commitment to child safety, and strategies or initiatives that the school is taking to ensure student safety
- Additional Child Safe posters will be displayed throughout the school
- Student friendly Child Safe related pamphlets will be available in designated student spaces, such as the library and reading nook
- Students will partake in age-appropriate discussions of child safety
- Students will make and display their own child safety posters as part of the Start-Up program at the beginning of each year.
- The Four Critical Actions are actively taught to mandatory reporters and other school staff
- The whole school is encouraged to contribute to risk assessment and mitigation

The school will use its health and wellbeing programs to deliver appropriate education to its students about:

- standards of behaviour for students attending the school;
- healthy and respectful relationships (including sexuality);

- resilience; and
- child abuse awareness and prevention.

The health and wellbeing programs include; Respectful Relationships, School Wide Positive Behaviour (SWPBS), biennial Life Education health lessons (including sexual health), e-smart education programs (including Hector's World) and the Start-Up Program.

## Communications

This school is committed to communicating our child safety strategies to the school community through:

- Ensuring that the Child Safety Policy (this document), Code of Conduct, and the Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedure are available on the school website
- Once per term reminders in the school newsletter of our school's commitment to child safety
- Ensuring that child safety is a regular agenda item at school leadership meetings and staff meetings for discussion
- Placing Child Safety posters throughout the school
- Providing Child Safety Standards awareness to volunteers and visitors when signing-in at the office

## Confidentiality and privacy

This school collects, uses and discloses information about particular children and their families in accordance with Victorian privacy law and other relevant laws. The principles regulating the collection, use and storage of information is included in the Department of Education and Training's [Schools' Privacy Policy](#).

## Related policies and documents

Related policies and documents include:

- Code of Conduct [<https://www.pemprim.vic.edu.au/child-safe-standards>]
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures [<https://www.pemprim.vic.edu.au/child-safe-standards>]
- Risk assessment register
- [Identifying and Responding to All Forms of Abuse in Victorian Schools](#)
- [Four Critical Actions for Schools](#)
- [Recording your actions: Responding to suspected child abuse – A template for Victorian schools](#)
- [Identifying and Responding to Student Sexual Offending](#)
- [Four Critical Actions for Schools: Responding to Student Sexual Offending](#)
- [Policy and Advisory Library – Duty of Care](#)
- [Policy and Advisory Library – Child Protection Reporting Obligations](#)
- [Schools' Privacy Policy](#).

## Policy evaluation and review

To ensure ongoing relevance and continuous improvement, this policy will be reviewed every 3 years.

## Approval

School Principal: Megan Ganter



Date of last review: 27/10/2021